



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 6320.1

SURG

24 OCT 1996

DIVISION ORDER 6320.1

From: Commanding General

To: Distribution List

Subj: CREDENTIALING, CERTIFICATION, AND GRANTS OF CLINICAL PRIVILEGES

Ref: (a) OPNAVINST 6320.4A
(b) OPNAVINST 6320.5
(c) BUMEDINST 6320.66B
(d) BUMEDINST 6320.67
(e) MARFORPACO 6320.3B
(f) III MEF ForO 6320.8A
(g) III MEF ForO 6320.9

1. Purpose. To establish policy and procedures for a Credentials Review and Privileging Program for 3d Marine Division.

2. Background. Department of Defense (DoD) audits and inspections have demonstrated a need to establish a monitoring and supervising system to ensure that physician and nonphysician health care providers deliver the highest quality health care. It is Navy/Marine Corps policy that all health care providers who are given the authority and responsibility for making independent decisions to initiate or alter a regimen of medical care shall be credentialed or have review and supervisory policies, as established by references (a) through (g).

3. Applicability. This Order applies to all health care providers who are assigned to or engaged in medical care within 3d Marine Division.

4. Scope. This Order provides for the application of those functions described in reference (c). Specifically:

a. Application for medical staff appointment with medical operational privileges will be granted or renewed only by the Commanding General. Medical staff appointment with medical operational privileges will be granted to the provider only after consideration of the provider's past performance, health status, and professional education and training.

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b. Mechanisms for professional medical staff appointment and the delineation of privileges are as follows:

(1) Provisional Staff Appointment. Health care providers who are new to the Navy Health Care System and who have not held an active staff appointment within the last two years will be initially granted a provisional staff appointment. It is intended to provide an opportunity for the provider to demonstrate an understanding of and compliance with reference (d) and to demonstrate current clinical competence in the requested clinical privileges. Provisional staff appointments with delineated clinical privileges are granted by the Commanding General, 3d Marine Division:

(a) Following a review of the provider's professional education and training, license status, history, health status, and current clinical competence.

(b) Following the endorsement of the Division Surgeon and the Chairman, Credentials Committee.

(c) By checking the approval block and signing and dating the endorsement page of the application.

(d) For a period not to exceed 90 days.

(2) Active Staff Appointment. The Commanding General will grant an active staff appointment with delineated clinical privileges

(a) Upon receipt of the provider's application for an active staff appointment (appendix "K" of reference (c)).

(b) Following satisfactory compliance with reference (c) and a demonstration of current clinical competence as supported by professional monitors and evaluations.

(c) Following a review of the endorsements to the provider's application by the Division Surgeon and the Chairman, Credentials Committee.

(d) By checking the approval block and signing and dating the endorsement page of the application.

(e) For a period not to exceed two years.

(3) Renewal of Staff Appointment with Clinical Privileges. Providers with active staff appointments should apply for re-appointment to the professional staff and renewal of clinical privileges at least 60 days prior to the expiration of their current appointment.

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(a) Re-appointment is based on reappraisal of the provider's credentials and assessment of current competence.

(b) The Division Surgeon will submit a Performance Appraisal Report (PAR) in support of re-appointment to the Credentials Committee and will endorse the provider's application.

(c) The application will be reviewed by the Credentials Committee prior to approval by the Commanding General.

(d) Appointment will be granted for a period not to exceed two years.

(e) The appointment is effected when the Commanding General checks the approval block and signs and dates the endorsement page of the application.

(4) Clinical Privileges Sheets Including Core Privileges. The medical staff will use the core privileges as indicated in appendix E of reference (c) as standard clinical privileges.

(5) Roles and Responsibilities

(a) The Commanding General is the privileging authority for health care providers within the 3d Marine Division.

(b) Executive Committee of the Medical Staff (ECOMS)

1 Oversees the credentials review and privileging process as well as the quality assurance/quality improvement process.

2 Reviews and endorses all credentials committee recommendations to the Commanding General regarding limiting, restricting, suspending, denying, or terminating a provider's appointment to the medical staff or delineated clinical privileges per reference (e).

(c) Credentials Committee

1 Is a sub-committee of the ECOMS.

2 Is responsible for the evaluation and review of provider qualifications.

3 Is chaired by the Division Surgeon or a senior medical officer of 3d Marine Division. Membership is limited to providers with active staff appointments and clinical privileges. The committee is assisted in its deliberations by the Professional Affairs

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Coordinator (PAC), and the Quality Assessment/Quality Improvement Coordinator.

4 The Credentials Committee will hold quarterly meetings. Special meetings may be called by the Chairman or at the direction of the Commanding General. The committee will report its action to the ECOMS. Formal minutes will be prepared on all proceedings presented to the Commanding General and will be properly filed by the PAC.

(d) Division Surgeon

1 Monitor the credentials review and privileging process within 3d Marine Division.

2 Provide continuing surveillance of the professional performance, conduct, and health status of 3d Marine Division health care providers to ensure they provide health care services consistent with clinical privileges.

3 Secure and maintain individual credentials files (ICF)

4 Make recommendations for staff appointments with delineated clinical privileges based on a provider's professional qualifications (health status, current competence, verified license, and education and training).

5 Monitor the clinical providers profile and clinical activities file, using them to complete PARs.

(e) Professional Affairs Coordinator

1 Will be appointed by the Division Surgeon.

2 Works with the Chairman, Credentials Committee and the Quality Assessment/Quality Improvement Coordinator.

3 Maintains ICFs and Individual Professional Files (IPF), program directives and instructions, forms, Credentials Committee minutes, and working papers.

4 Assists in the preparation of committee minutes, processing of privileges and staff appointment applications, notification letters, privilege reappraisal documents, and verification of credentials information. Compares/reviews documentation on all application forms with the ICF or a

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Credentials and Privileging Information Sheet (Appendix "N" of reference (c)). Reports any significant discrepancy to the Division Surgeon.

5 Ensures that necessary correspondence, messages, and reports received and forwarded are complete, accurate, and meet the requirements of reference (c).

6 Maintains a computerized tracking system for the internal processing of documents relating to credentials review, medical staff re-appointments, and the status of clinical privileges.

7 Maintains all ICFs and IPFs in a secure area. If the health care provider provides health care services at a facility not under the cognizance of the Commanding General, the PAC will forward the applicable credentials and privileging information to the gaining privileging authority using the format in Appendix N of reference (c).

(f) Health Care Providers (HCP)

1 Shall report to the PAC within 24 hours of checking in to the command. All HCPs checking in on Friday or on the weekend will check in the next working day.

2 Will initiate an application for membership to the professional staff and request the broadest scope of privileges commensurate with their professional qualifications and current competence.

3 Will abide by the ethical standards and comply with professional staff bylaws, rules, and regulations of reference (f).

4 Will perform health care services within the scope of either the privileges granted by this command, the assigned clinical responsibilities in the case of clinical support staff, or the written plan of supervision for those HCPs required to practice under supervision.

5 Will participate in professional education programs designed to improve clinical performance, and to maintain medical licensure while complying with contingency preparedness, in basic life support, advanced cardiac life support, and advanced trauma life support, or other required educational contingencies commensurate with their primary duties.

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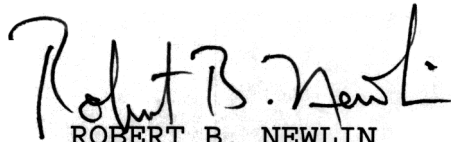
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5. Action

a. Reference (c) will be made available to all credentialed providers and key personnel upon being appointed to or upon assuming a role described in paragraph 4b(5)(e) above.

b. A PAR will be completed on each provider providing health care services at an interval not to exceed two years. The PAC will maintain a file of dates for the periodic appraisal of a provider's conduct and performance. 60 days prior to reappraisal, the provider and Division Surgeon will be notified to complete the PAR.

c. The PAC will ensure standard operating procedures are consistent with the requirements of reference (c).


ROBERT B. NEWLIN
Chief of Staff

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14 JAN 1996

DIVISION ORDER 6320.1 Ch 1

From: Commanding General
To: Distribution List

Subj: CREDENTIALING, CERTIFICATION, AND GRANTS OF CLINICAL
PRIVILEGES

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On Page 2, paragraph 4b(1)(b) change to read, "Following the endorsements of the Commanding Officer of the respective unit, the Division Surgeon, the Chairman of Credentials and the ECOMS Committee."

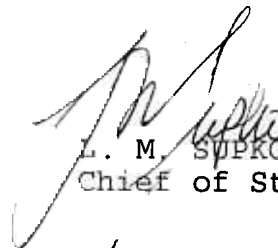
b. On Page 2, paragraph 4b(1)(c) change to read, "By signing and dating the endorsement page of the application."

c. On Page 2, paragraph 4b(1)(d) change "90 days" to read "one
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d. On Page 2, paragraph 4b(2)(d) change to read, "By signing and dating the endorsement page of the application."

e. On page 3, paragraph 4b(3)(c) after the word "Committee"
"and ECOMS Chairman."

3. Filing Instructions. File this change immediately after the signature page of the basic Order.


L. M. SUPKO
Chief of Staff

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